

## ***CITY OF WILLMAR***

### **PLANNING COMMISSION MEETING 7:00 P.M. ON WEDNESDAY, FEBRUARY 10, 2020 VIRTUAL GOTO MEETING**

***Chair:***

***Vice Chair:***

***Members:*** Christina Nelson, Jeffery Kimpling, Cletus Frank, Jonathan Marchand, Terry Sieck, Khalif Ahmed Bashir, Stephanie Carlson, and Justice Walker.

### **AGENDA**

1. Meeting Called to Order
2. Reorganization
3. Minutes of December 16, 2020 meeting
4. Northern Factory Sales Plan Review
5. Planning Commission's Comprehensive Plan Workgroup Creation
6. Meeting Time & Day Discussion
7. Miscellany
8. Adjourn

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, DECEMBER 16, 2020**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, December 16, 2020, at 7:00 p.m. virtually via GoTo Meeting.

**\*\* Members Present:** Christina Nelson, Steve Gardner, Cletus Frank, Jonathan Marchand, Jeff Kimpling, Rolf Standfuss, and Terry Sieck.

**\*\* Members Absent:** Khalif Ahmed Bashir and Stephanie Carlson

**\*\* Others Present:** Sarah Swedburg – Planner and Rob Baumgarn – Director of Parks and Recreation Department

2. MINUTES: Minutes of the December 2, 2020 meeting was approved as presented.

3. LAND TRANSFER AGREEMENT BETWEEN THE CITY AND WILLMAR SCHOOL DISTRICT: Staff presented the scope of the Land Transfer Agreement between the Willmar Public School District and City of Willmar. The City will be assuming ownership of a portion of property by the High School for development of more athletic fields as a Local Option Sales Tax Project (2701 30<sup>th</sup> St NE). Additionally, the City will be assuming ownership of existing park land East of the former Lincoln School building (511 Julii St SE); this property has been maintained by the City for some time & assists the City in continued master park planning.

The Planning Commission reviewed and discussed Staff comments (Attachment A).

If funding were to become available, additional parking may be built on the future athletic fields site by the High School, but no parking is planned at this time. The School will be retaining the varsity softball field for physical education purposes. The Commission discussed the Zoning Ordinance “Joint Parking Facility” standards & access easement agreements that would be required of other private developers. The Parks & Rec department and the School have discussed parking numerous times & were planning for the existing school parking lots to be utilized at this time.

The area between Lincoln School and the park land of interest is still in the City’s ownership as Right of Way. Parking for this park exists south, across Minnesota Ave SW. No other changes with this site are planned at this time.

Some Commissioners inquired about the location of the storm water/additional parking area – is there any advantage to the Invest in Willmar Team consider locating these items near Lake Marley?

Motion by Mr. Frank, seconded by Mr. Kimpling to approve the Joint Parking Facility and forward recommendation to City Council for approval of the Land Transfer Agreement, contingent upon inclusion of joint parking & access easement agreements with the School District.

Motion carried.

4. There being no further business to come before the Commission, the meeting adjourned at 7:31 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sarah Swedburg". The signature is fluid and cursive, with the first name "Sarah" and last name "Swedburg" clearly distinguishable.

Sarah Swedburg  
Planner

**PLANNING COMMISSION – DECEMBER 16, 2020**

***STAFF COMMENTS***

1. LAND TRANSFER AGREEMENT (CITY/SCHOOL DISTRICT):

- As part of the local option sales tax recreation field projects, the City and Public School District are pursuing a transfer of land from the School District to the City for the development of athletic fields at the current High School location – 2701 30<sup>th</sup> St NE (see map included in packet – legal description in development).
- Additionally, the School District is looking to transfer park land to the City that the City has maintained for some time behind the former Lincoln School described as: Lots 1-7, excluding the Easterly 18.8 feet of Lot 7, Block 1, Ferring's Third Addition to the City of Willmar, Minnesota AND Lot 1 & 2, excluding the North 1/100 feet, Block 1, Welch's Addition to the City of Willmar (511 Julii St SE).
- Both properties are zoned G (Government).
- Both properties will continue to be used for public park/recreational facilities.
- City and School District use of these facilities will be covered under existing facility use agreements overseen by the Parks & Rec department.
- A portion of the Local Option Sales Tax funding has been designated to fund the design and construction of new athletic fields on the property located by the High School. The final scope of the project is yet to be determined by the City, but the project is currently expected to consist, at minimum, of the following components:
  - Four softball/youth baseball Fields with
    - Dugouts
    - All fields fenced in
    - 220-foot distance to the outfield fence
    - Irrigation for all four fields.
  - One or Two regulation sized multipurpose turf fields
    - Lines for soccer, football and possibly Lacrosse
- The athletic fields property by the High School will not include parking. A joint parking facilities provision will be included in the Land Transfer Agreement. These parking spaces are within 300 feet of the fields and times of use should not substantially conflict with the use of the School's parking lot.

RECOMMENDATION: Approve the Joint Parking Facility to be included in the Land Transfer Agreement between the City of Willmar and Willmar Public School District. Recommend approval of the Land Transfer and forward to the City Council for review.

## **NOTICE OF HEARING ON AN APPEAL FOR A VARIANCE**

Notice is hereby given that the City of Willmar Board of Zoning Appeals will meet on Tuesday, February 23, 2021, at 5:15 p.m. virtually via GoTo Meeting to conduct a public hearing to hear reasons for and against a variance requested by Marcus Construction of Willmar, MN on behalf of Northern Factory Sales, Inc. for a reduction in required parking spaces on property described as follows: Lots 6, 7, and 8, Block 1, Willmar Industrial Park Second Addition EXCEPT That part of Lot 6, Block 1 as shown on the record plat entitled Willmar Industrial Park Second Addition, on file in the office of the Kandiyohi County Recorder (2701 4<sup>th</sup> Ave SW). A full legal description is available, free of charge, at the City of Willmar offices. Being requested is a variance from SECTION 4.A.8.e. of the City of Willmar Zoning Ordinance which establishes the parking space requirements for industrial uses be at least eight (8) spaces, plus one (1) space for each two (2) employees on each shift based on maximum planned employment, or at least eight (8) spaces plus one (1) space for each eight hundred (800) square feet of floor area, whichever is greater.

All property owners or residents living in the vicinity of the above-described property are hereby notified of the public hearing. Due to the COVID-19 health pandemic & local and state emergency declarations, interested parties may participate via GoTo Meeting or be represented by counsel to be heard on this matter. To participate in the public hearing, please connect via internet at <https://global.gotomeeting.com/join/991193277> or via phone at (312) 757-3121, access code 991-193-277. The Planning Commission meeting agenda and packet (including a specific map) can be found on the Calendar on the home page of the City's website ([www.willmarmn.gov](http://www.willmarmn.gov)).

February 3, 2021  
Date

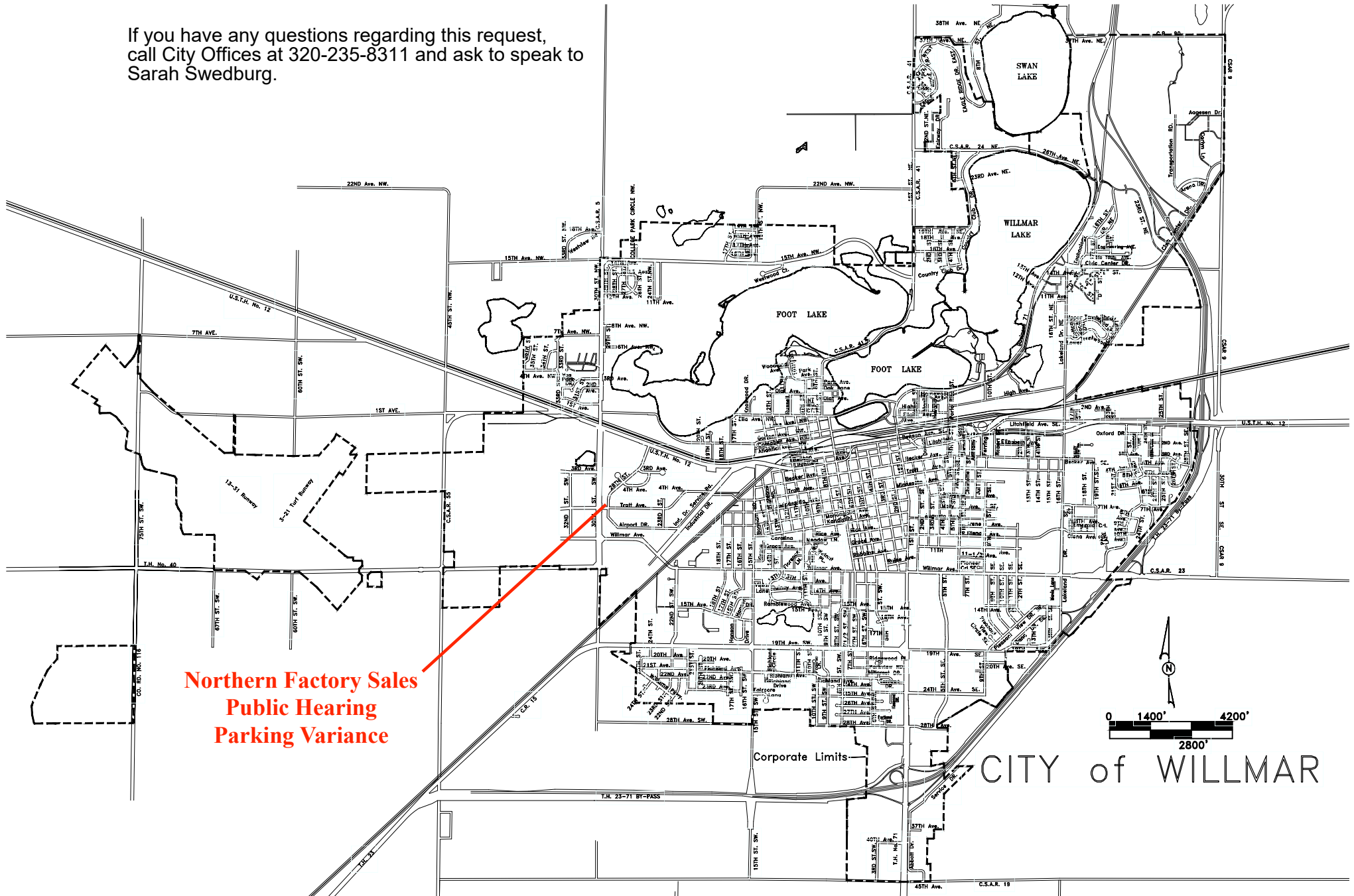
Sarah J. Swedburg  
Planner

Si Usted no lee inglés o si este aviso no contiene una explicación suficiente, por favor comuníquese con Abby al 235-0850 ext. 1100, de Heartland Community Action Agency.

Haddii Aadan Akhriyi Karin Ama Aadan Fahmeeynin Ogeeysiiskan, Fadlan Soo Wac: Sahra Gure, West Central Interpreting Services, LLC (320)235-0165 ama (320)441-8555.

If you have any questions regarding this request,  
call City Offices at 320-235-8311 and ask to speak to  
Sarah Swedburg.

**Northern Factory Sales  
Public Hearing  
Parking Variance**



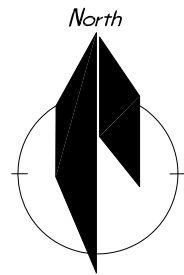


This is a survey of:  
part of:  
**Lot 6, Lot 7, and Lot 8, Block One,  
WILLMAR INDUSTRIAL PARK SECOND ADDITION**  
Located in:  
**Section 16, T119N-R35W, Kandiyohi County, Minnesota**

The Gopher State One Call Utility location system was notified for this survey (Ticket # 203380492). The following utility companies were notified and are required by Minnesota Statute 7560.0250 to respond

- Charter Communications - MARKED	800-778-9140
- Centruylink - MARKED	800-778-9140
- Windstream Communications - MARKED	800-289-1901
- Center Point Energy - MARKED	608-223-2014
- Willmar Utilities Elec/Fiber - MARKED	320-235-4422
- Willmar Utilities Water - MARKED	320-235-4422
- Willmar Utilities Sewer - MARKED	320-235-4422
- Willmar Utilities Heat - CLEAR / NO CONFLICT	320-235-4422

Some of the utility companies may not have responded to the locate request. There are also various private facilities that do not participate in the Gopher State One Call utility location system and may have utilities located on this property that we are not aware of. Before any excavating is done in this area, the utilities in this area should be re-notified. The utilities shown on this survey are based on information provided by the utility companies and field observations.



This drawing prepared by:

**Bonnema Runke Stern Inc.**

Professional Land Surveyors

4566 Hwy 71 NE - Suite 1

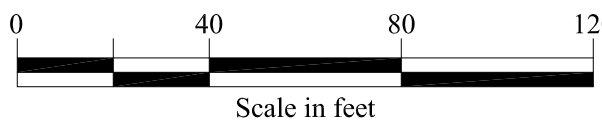
Willmar, MN 56201

Office (320) 231-2844 Fax (320) 231-2827

Requested by: **Marcus Construction**

**Elevation Datum:**  
The Elevation Datum used for this survey is the North American Vertical Datum of 1988 (NAVD 88)

MnDOT Geodetic Control Point  
AIR = 134.39 (NAVD 88)



**LEGEND**

- Found Iron Monument from former survey
- Bonnema Runke Stern Inc. Placed Capped Iron Monument
- Course Change - No Monument Set
- Bollard
- Catch Basin
- Culvert
- Electric Box
- Fire Hydrant
- Fiber Optic Hand Hole
- Flag Pole
- Gas Meter
- Generator
- Ground Light
- Mailbox
- Outlet on Post
- Post Indicator Valve
- Power Pole
- Sewer Manhole
- Sign
- Telephone Pedestal
- Water Gate Valve
- Water Shut Off
- Curb & Gutter
- Fence
- Overhead Power Line
- Sanitary Sewer
- Storm Sewer
- Gas Line
- Underground Cable TV
- Underground Electric
- Underground Fiber Optic
- Underground Telephone
- Water Line
- Coniferous Tree with size
- Deciduous Tree with size
- Bituminous
- Building
- Concrete

All Documents referred to on this survey can be found on file in the office of the County Recorder

Bonnema Runke Stern Inc. is not giving a title opinion or abstract of this parcel. We suggest that you contact your attorney or a title insurance company for that purpose. Easements or neighboring deed conflicts may exist which affect this parcel and are not shown on this survey.

The distances shown from improvements to the property lines are shown for reference purposes only and are NOT intended for determining the property line location. Property corner monuments shall always be used when establishing the property line.

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA. THE FIELD WORK WAS COMPLETED ON DECEMBER 10, 2020.

Joshua W. Stern

Date **December 21, 2020** License No. 46169

Survey Requested By: **Marcus Construction**  
© BONNEMA RUNKE STERN INC 2020

**16-119-35**

Doc. #556547

Doc. #558119

**Land Description - 7.1 Acres**

Lots 6, 7 and 8, Block 1, Willmar Industrial Park Second Addition

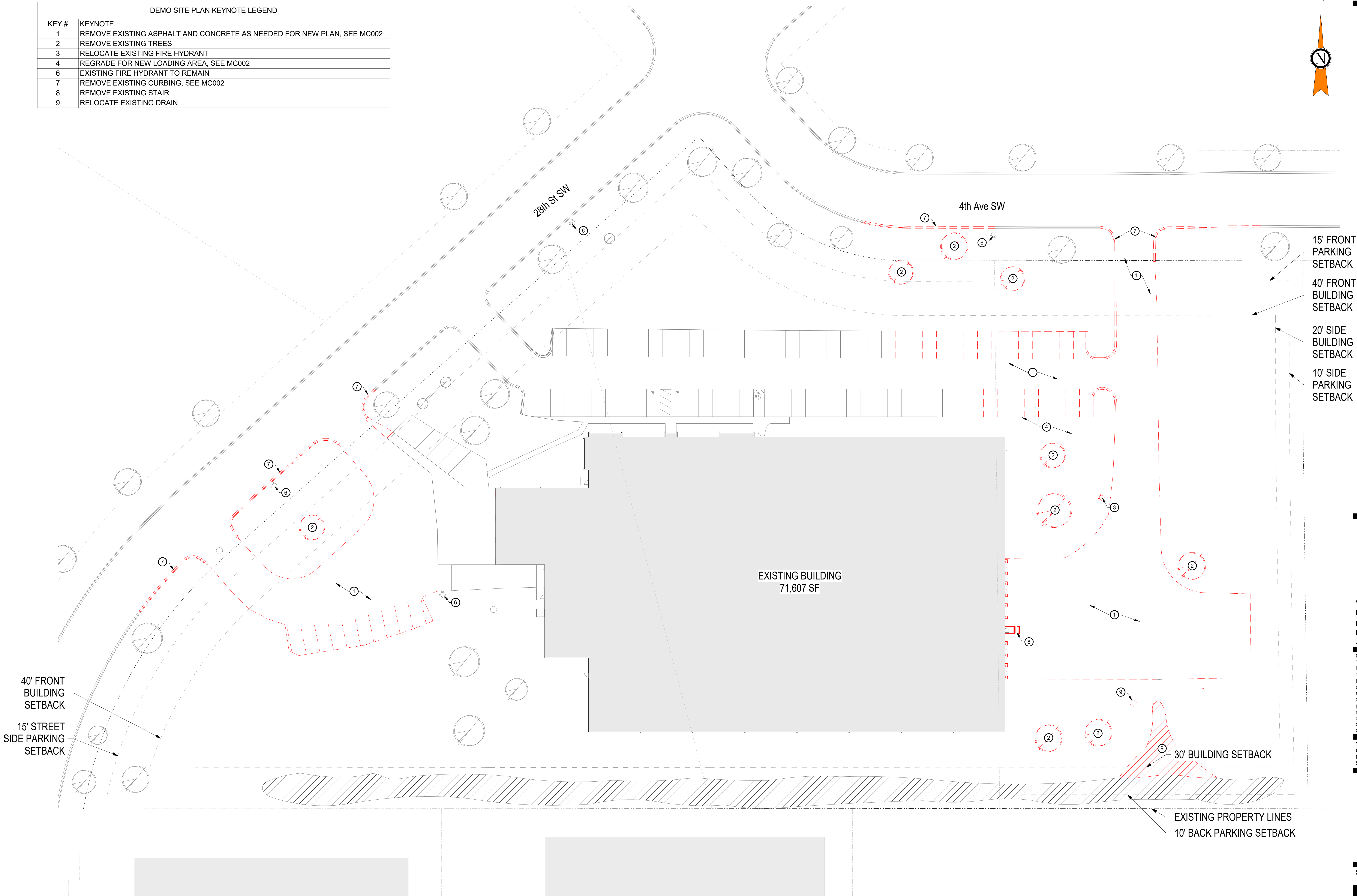
EXCEPT

That part of Lot 6, Block One, as shown on the record plat entitled WILLMAR INDUSTRIAL PARK SECOND ADDITION, on file in the office of the Kandiyohi County Recorder, described as follows:

- Beginning at the northeast corner of said Lot 6;
- thence on a geodetic bearing of South 00 degrees 16 minutes 00 seconds West, along the east line of said Lot 6, a distance of 121.54 feet;
- thence on a bearing of South 00 degrees 23 minutes 31 seconds East, along the east line of said Lot 6, a distance of 278.46 feet to the southeast corner of said Lot 6;
- thence on a bearing of North 89 degrees 40 minutes 01 seconds West, along the south line of said Lot 6, a distance of 75.00 feet;
- thence on a bearing of North 00 degrees 23 minutes 31 seconds West a distance of 277.94 feet;
- thence on a bearing of North 00 degrees 16 minutes 00 seconds East a distance of 121.97 feet to the north line of said Lot 6;
- thence on a bearing of South 89 degrees 43 minutes 51 seconds East, along the north line of said Lot 6, a distance of 75.00 feet to the point of beginning.



DEMO SITE PLAN KEYNOTE LEGEND	
KEY #	KEYNOTE
1	REMOVE EXISTING ASPHALT AND CONCRETE AS NEEDED FOR NEW PLAN, SEE MC002
2	REMOVE EXISTING TREES
3	RELOCATE EXISTING FIRE HYDRANT
4	REGRADE FOR NEW LOADING AREA, SEE MC002
6	EXISTING FIRE HYDRANT TO REMAIN
7	REMOVE EXISTING CURBING, SEE MC002
8	REMOVE EXISTING STAIR
9	RELOCATE EXISTING DRAIN



NORTHERN FACTORY SALES

2701 4th Ave SW, Willmar, MN 56201

PRELIMINARY  
FOR REVIEW ONLY  
DO NOT USE FOR  
CONSTRUCTION

Version: 3  
Revision: 1  
Drawn By: MJ  
Date: 20210126  
Job Number: 2046

Confidential and Proprietary:  
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SITE PLAN - DEMO

MC001



ZONING

PARKING:  
SECTION 4.8(e): INDUSTRIAL USE: 8 SPACES PLUS ONE SPACE FOR EACH 800 SF OF FLOOR SPACE.

EXISTING:  
71,607 SF  
71,607 SF / 900 = 90 + 8 = 98  
98 REQUIRED  
95 PROVIDED

PROPOSED ADDITION:  
38,380 SF  
38,380 SF / 800 = 48  
98 + 48 = 146  
146 REQUIRED  
102 PROVIDED

SEC. 6(i)-(d) - LIMITED INDUSTRY DISTRICT: OPEN, LANDSCAPED AREA = 20% MINIMUM

OPEN AREA  
= 106,528 SF...  
= 106,528 SF / 309,672 SF  
= 35% LANDSCAPED AREA

SEC. 6(i)-(e) - LIMITED INDUSTRY DISTRICT: BUILDING COVERAGE = 50% MAXIMUM

LOT AREA  
= 309,672 SF...  
= 109,967 SF / 309,672  
= 36% COVERAGE

SITE PLAN KEYNOTE LEGEND	
KEY #	KEYNOTE
1	RECEIVING AREA
2	CONCRETE RETAINING WALL WITH RAILING
3	METAL STAIR WITH RAILING
4	SHIPPING AREA
5	6'X6' FROST PROTECTED CONCRETE STOOP
6	NEW CURB AND GUTTER
7	NEW CONCRETE SLAB
8	SUMP, SEE PLUMBING PLAN



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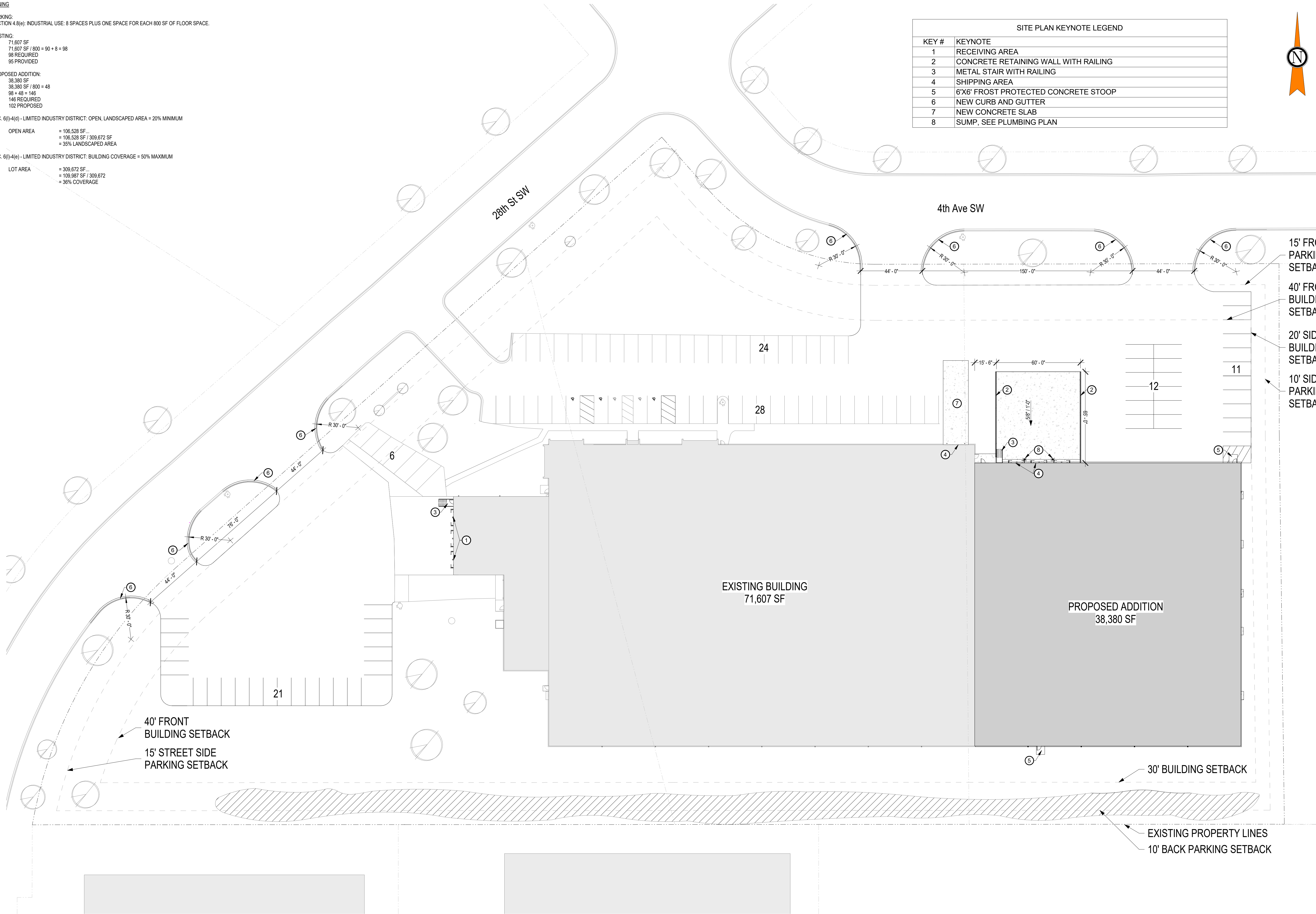
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SITE PLAN - NEW CONSTRUCTION

**MC002**

**1 SITE PLAN - NEW CONSTRUCTION**

MC002 SCALE 1" = 30'-0"





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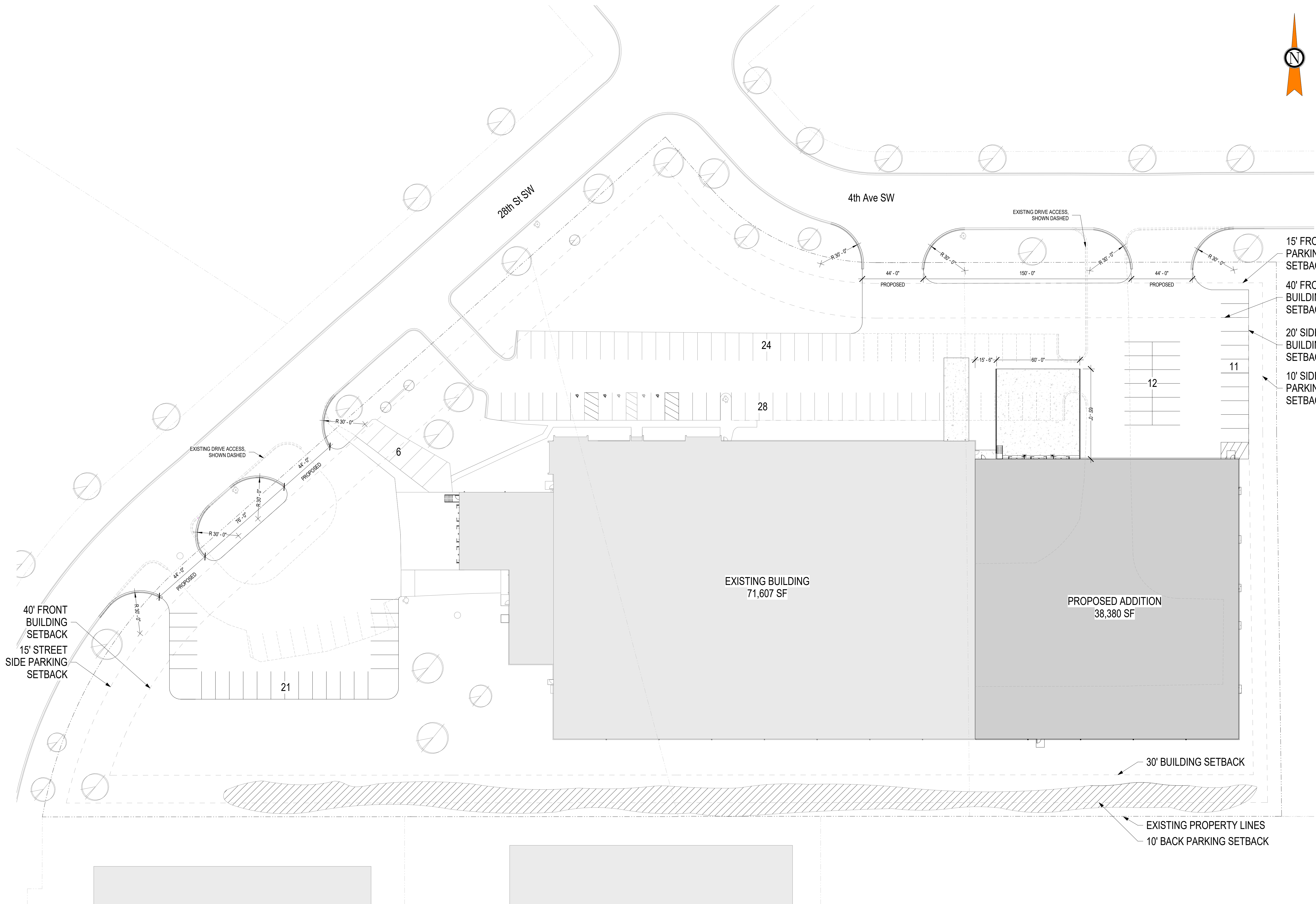
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Revision: 1  
Drawn By: MJ  
Date: 20210126  
Job Number: 2046

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SITE PLAN OVERLAY

**MC003**



**1 SITE PLAN OVERLAY (EXISTING AND PROPOSED)**

MC003 SCALE 1" = 30'-0"



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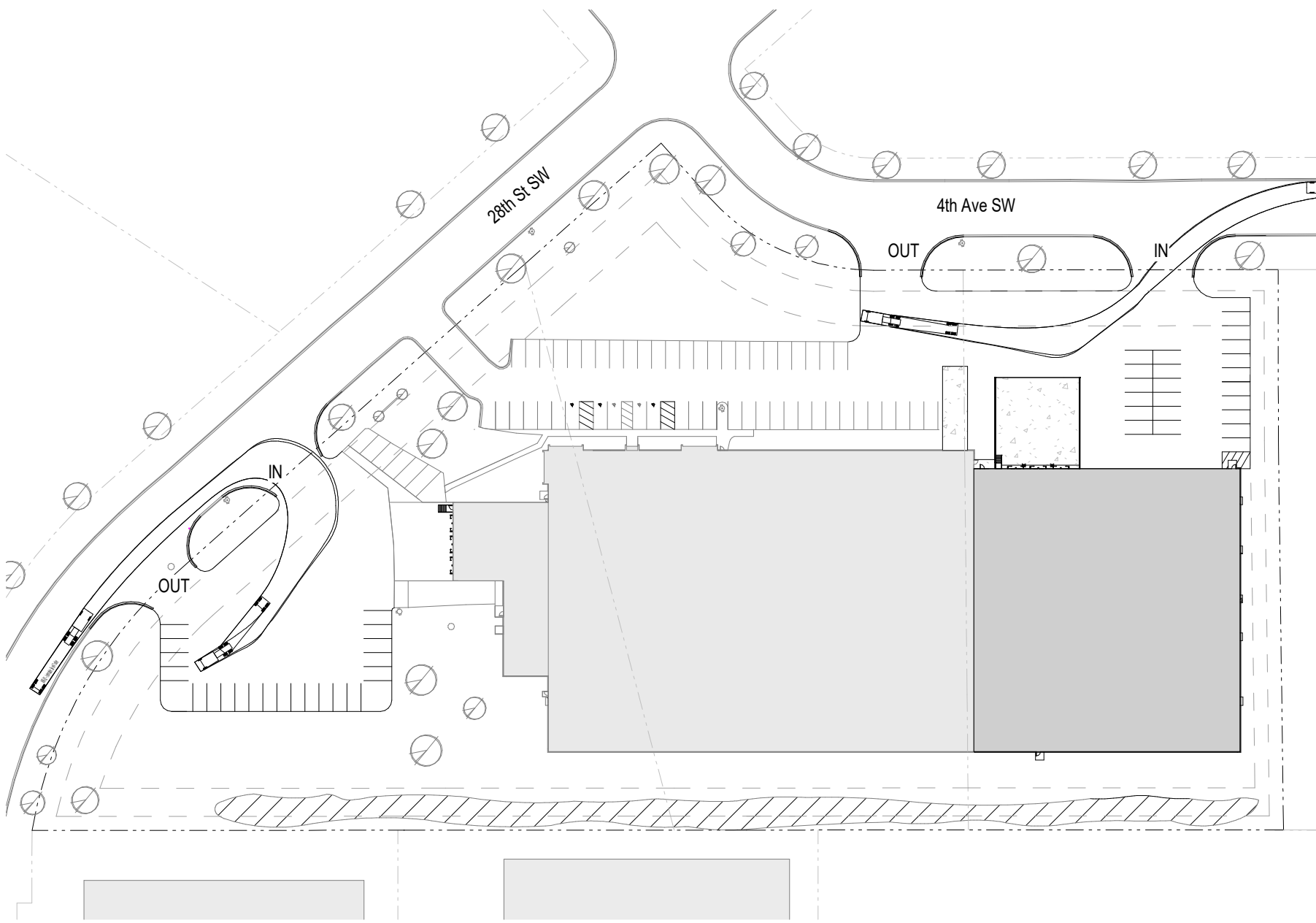
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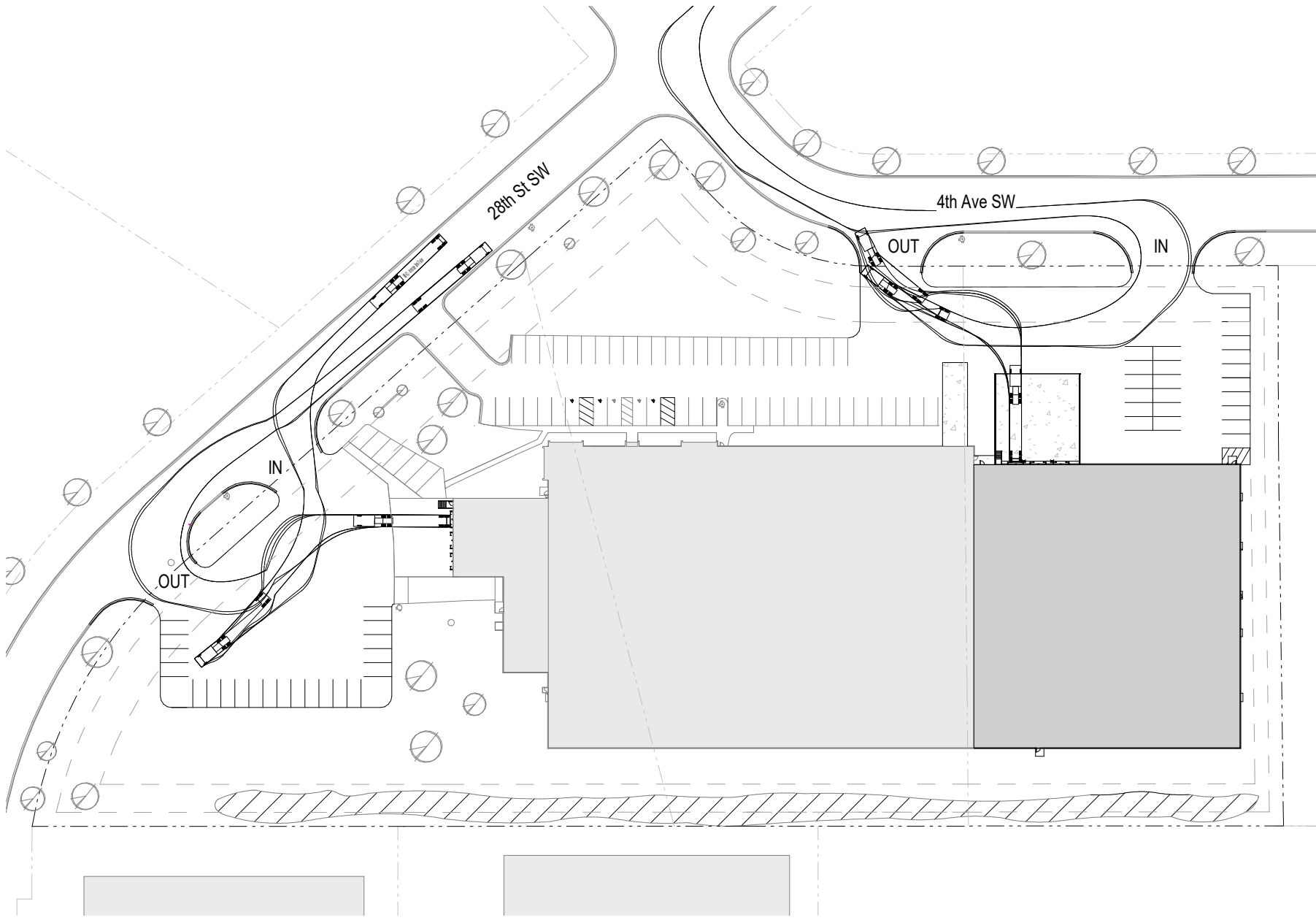
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SITE - SEMI TRAFFIC

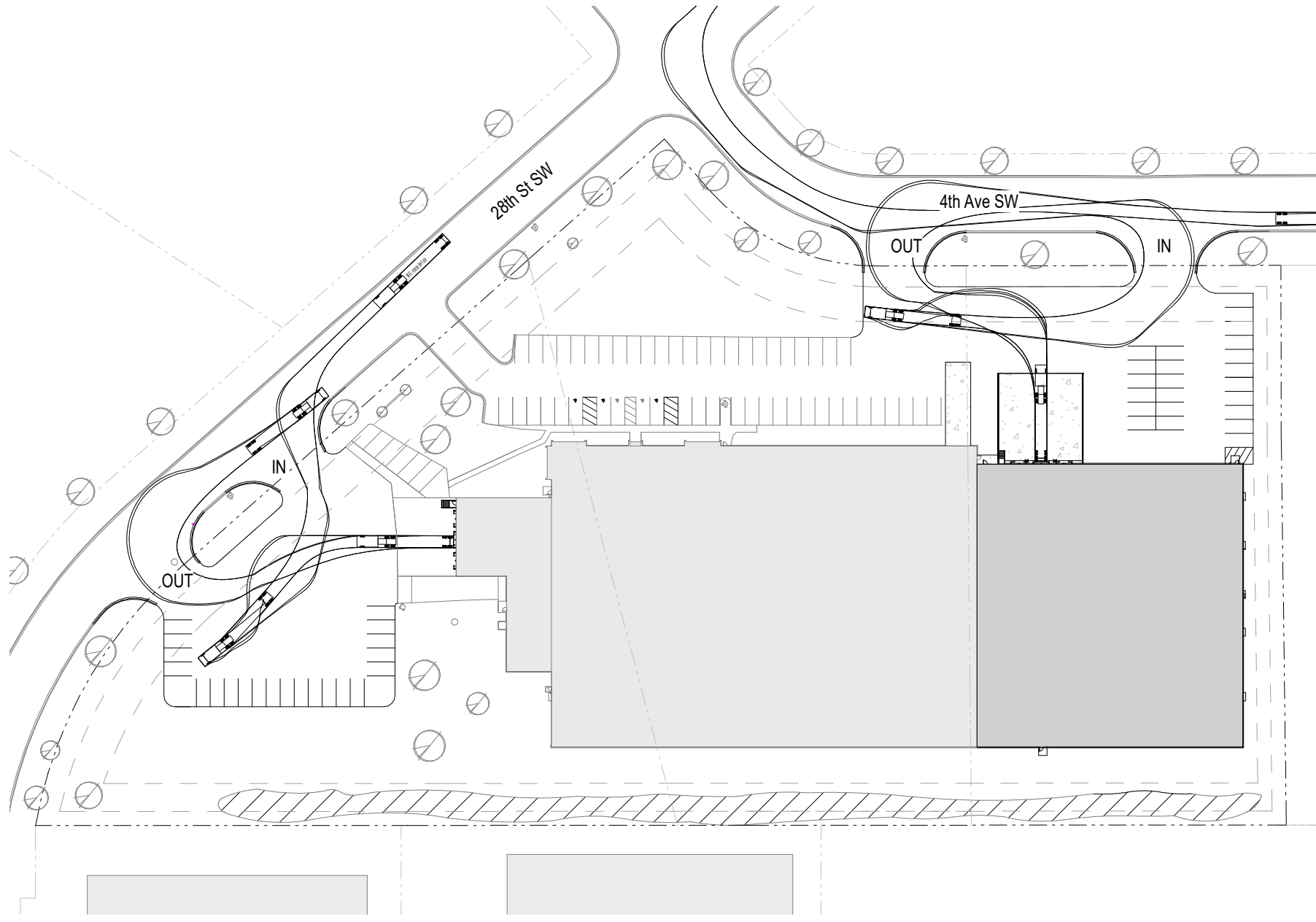
**MC004**



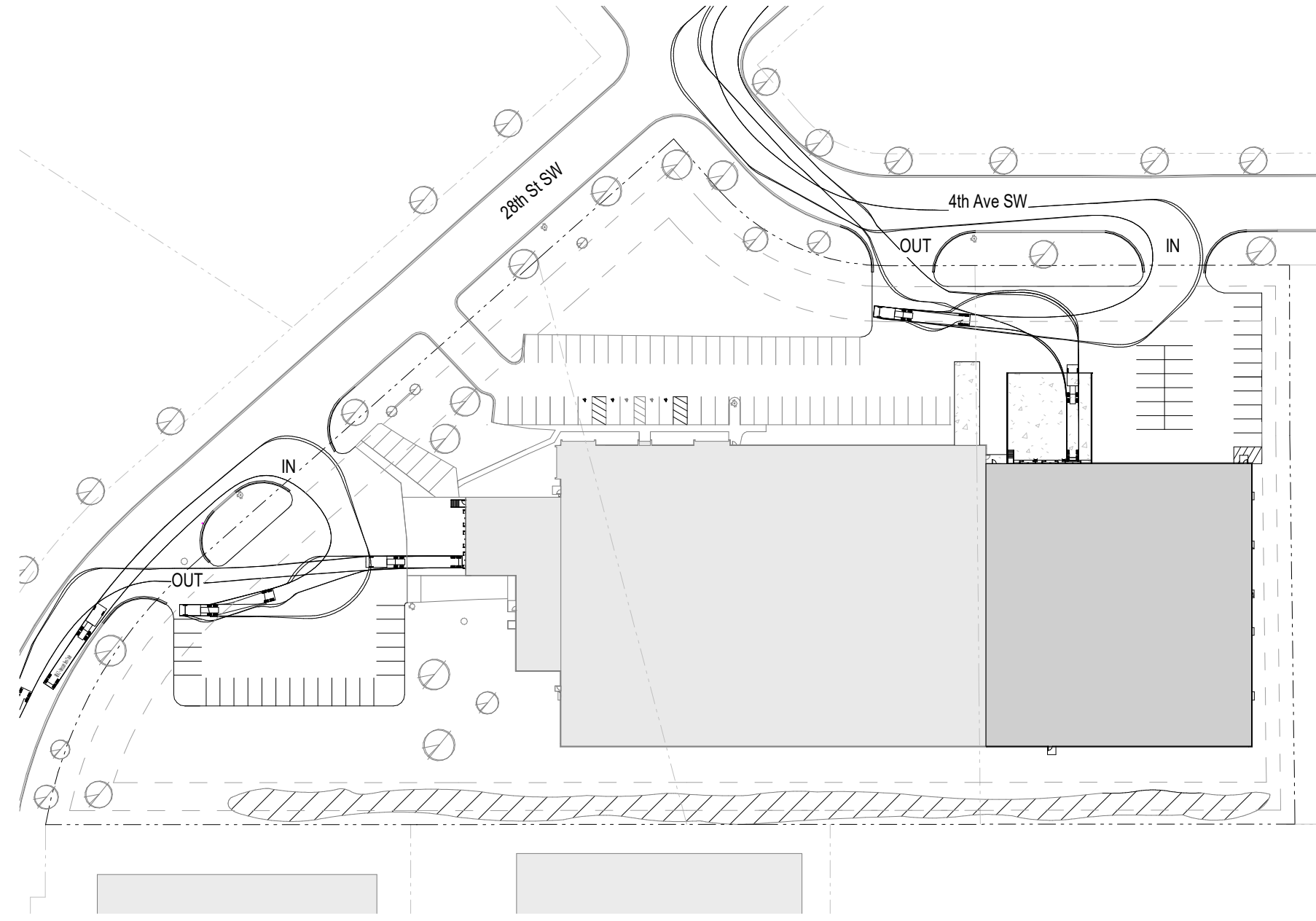
**1 SITE - Vehicle Tracking - 1**  
SCALE 1" = 100'-0"



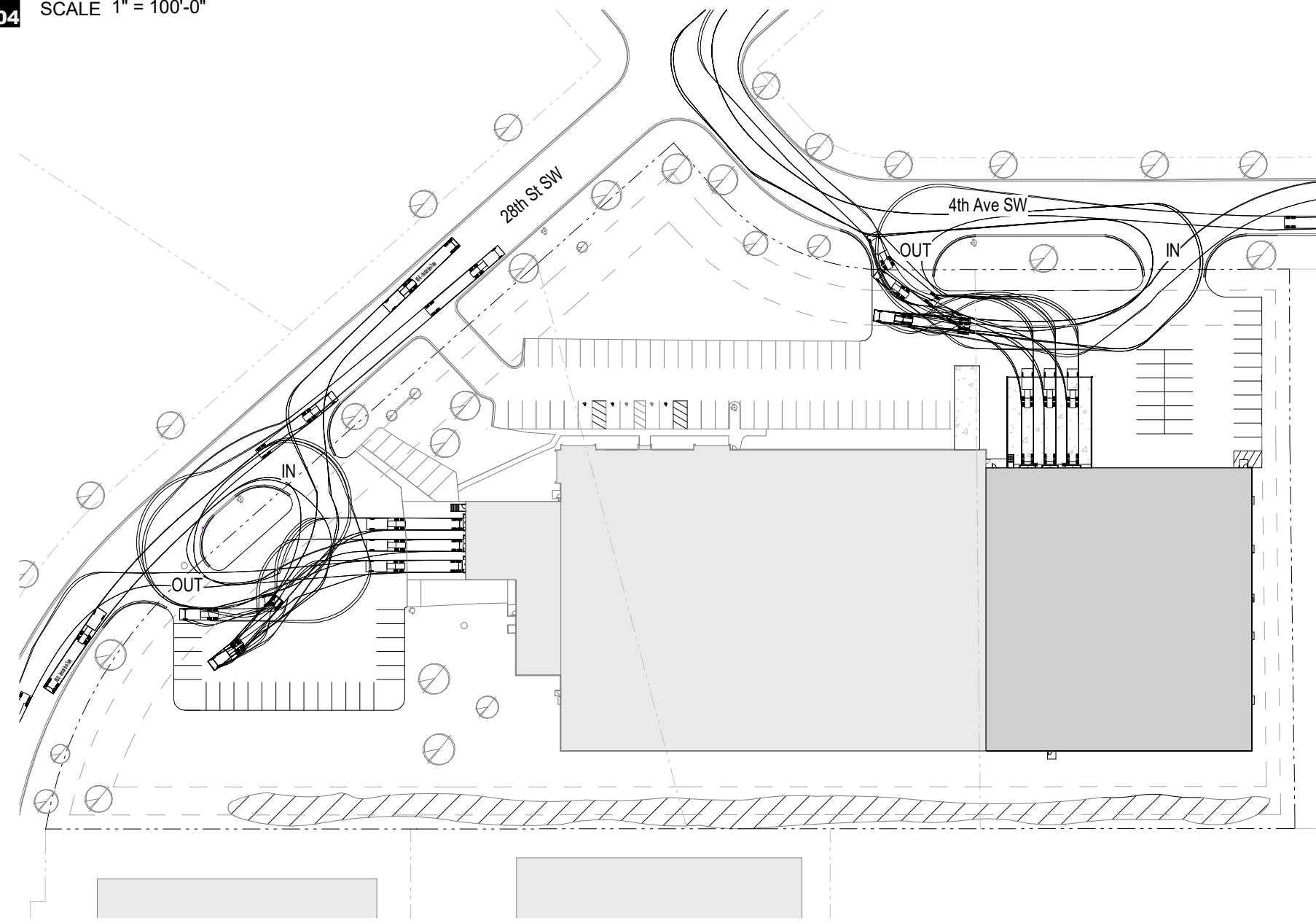
**2 SITE - Vehicle Tracking - 2**  
SCALE 1" = 100'-0"



**3 SITE - Vehicle Tracking - 3**  
SCALE 1" = 100'-0"



**4 SITE - Vehicle Tracking - 4**  
SCALE 1" = 100'-0"



**5 SITE - Vehicle Tracking - All**  
SCALE 1" = 100'-0"

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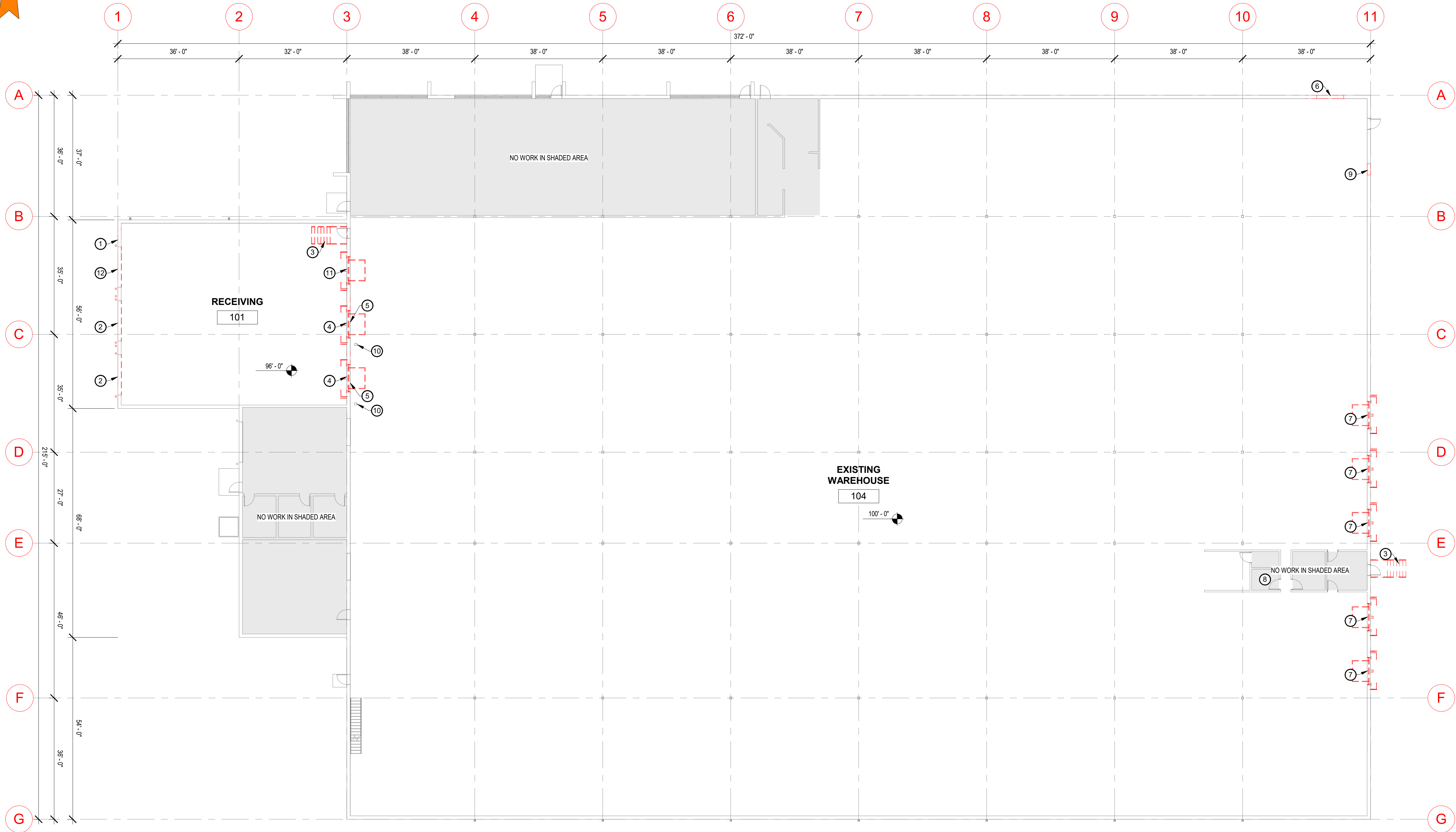
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DEMO PLAN - EXISTING BUILDING

**MC101**



**1 DEMO PLAN**  
**MC101** SCALE 1/16" = 1'-0"

DEMO PLAN KEYNOTE LEGEND	
KEY #	KEYNOTE
1	REMOVE EXISTING WALK DOOR, CUT OUT FOR NEW OPENING
2	REMOVE EXISTING OH DOOR AND BOLLARDS
3	REMOVE EXISTING STAIR
4	REMOVE EXISTING DOCK DOOR, INFILL EXISTING DOCK LEVELER
5	ENLARGE OPENING TO 9' HIGH, SEE STRUCTURAL
6	CUT OUT FOR NEW OH DOOR
7	REMOVE EXISTING DOCK DOOR, RELOCATE DOCK LEVELER TO NEW LOCATION, INFILL EXISTING DOCK LEVELER
8	EXISTING RESTROOM TO REMAIN
9	CUT OUT FOR NEW WALK DOOR
10	INDEPENDENT MEZZANINE COLUMN
11	REMOVE DOCK PADS, RELOCATE DOCK LEVELER TO NEW LOCATION, INFILL EXISTING DOCK LEVELER
12	REMOVE EXISTING OH DOOR AND BOLLARDS, RELOCATE OH DOOR TO NEW LOCATION



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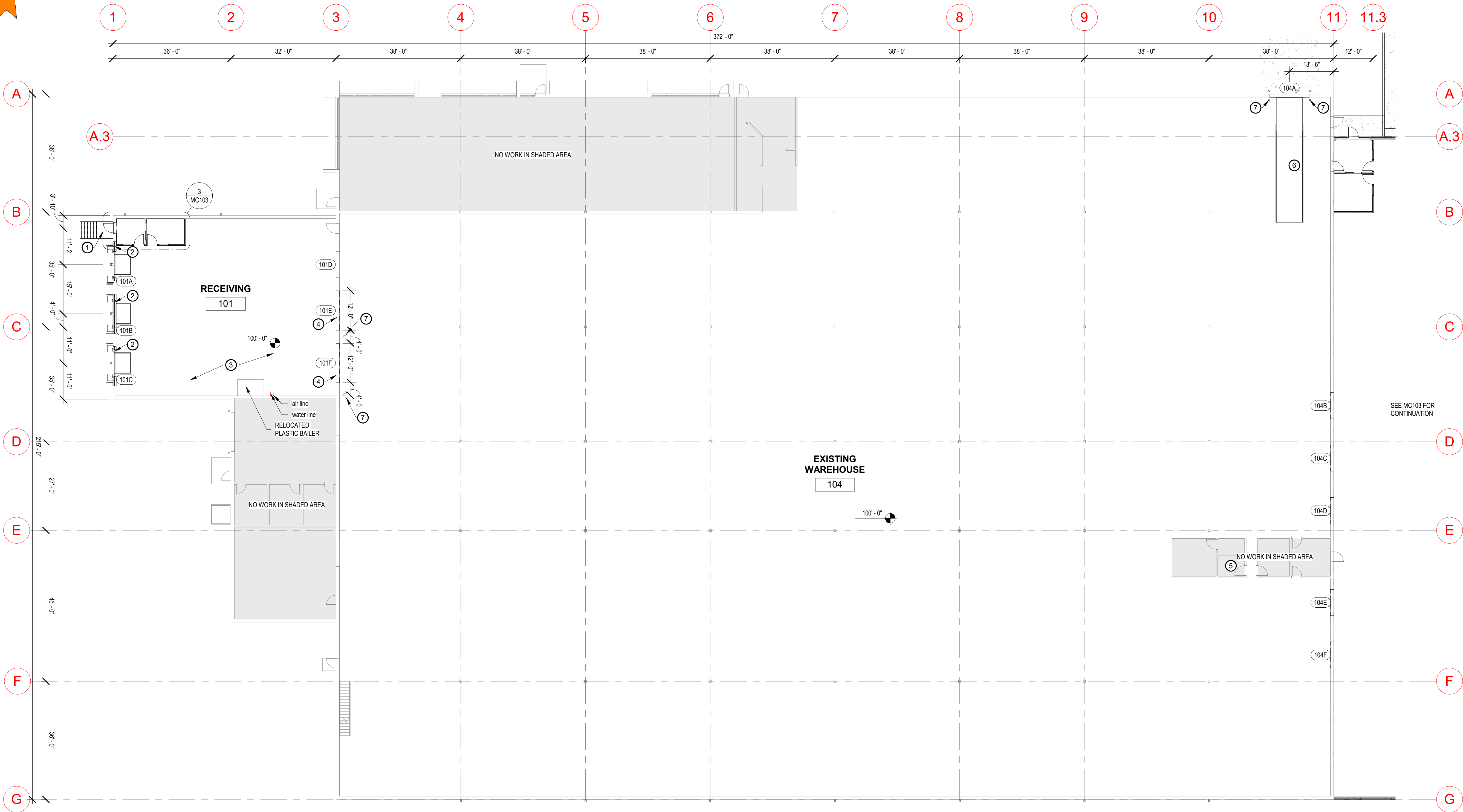
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Revision: 1  
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Date: 20210126  
Job Number: 2046

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MAIN FLOOR PLAN -  
EXISTING BUILDING

**MC102**



## 1 MAIN FLOOR PLAN

MC102

SCALE 1/16" = 1'-0"

NEW CONSTRUCTION KEYNOTE LEGEND	
KEY #	KEYNOTE
1	METAL STAIR WITH RAILING
2	INFILL REMAINDER OF EXISTING OPENING
3	NEW 6" CONCRETE SLAB @ ELEVATION 100' - 0", SEE STRUCTURAL
4	ENLARGE OPENING, SEE STRUCTURAL
5	EXISTING RESTROOM TO REMAIN
6	PORTABLE LOADING DOCK
7	6" BOLLARD

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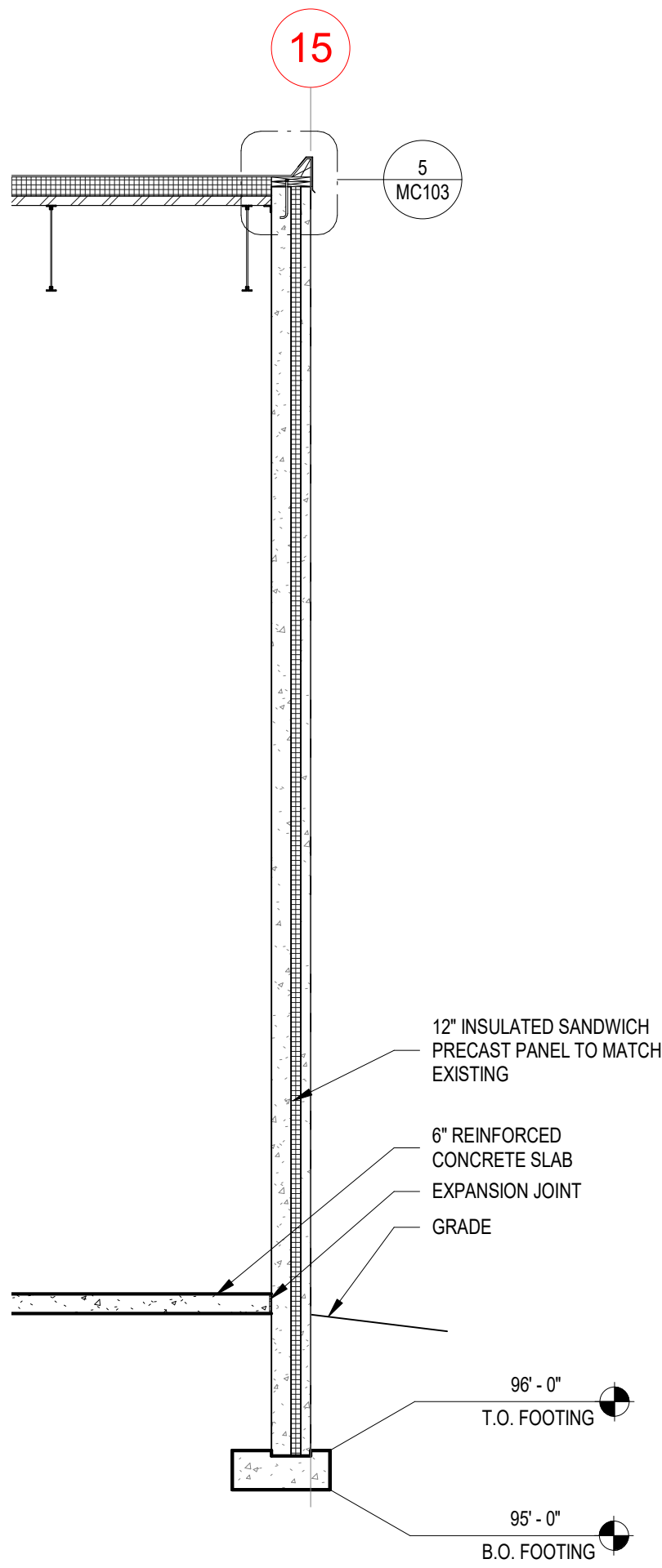
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Revision: 1  
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Job Number: 2046

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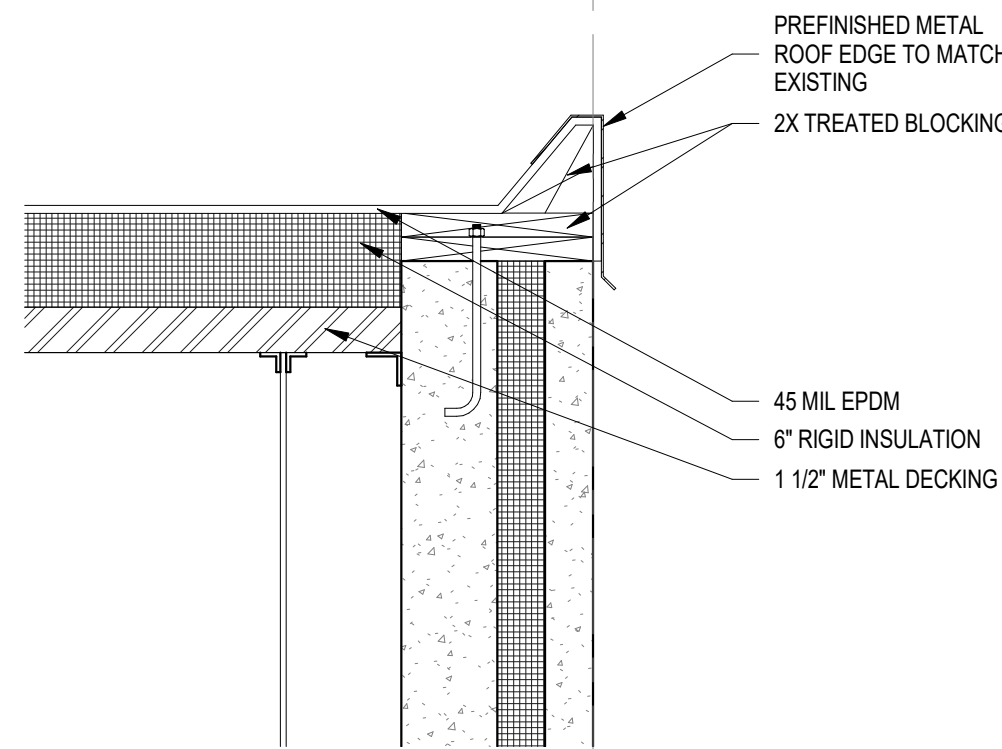
MAIN FLOOR PLAN -  
PROPOSED ADDITION

**MC103**



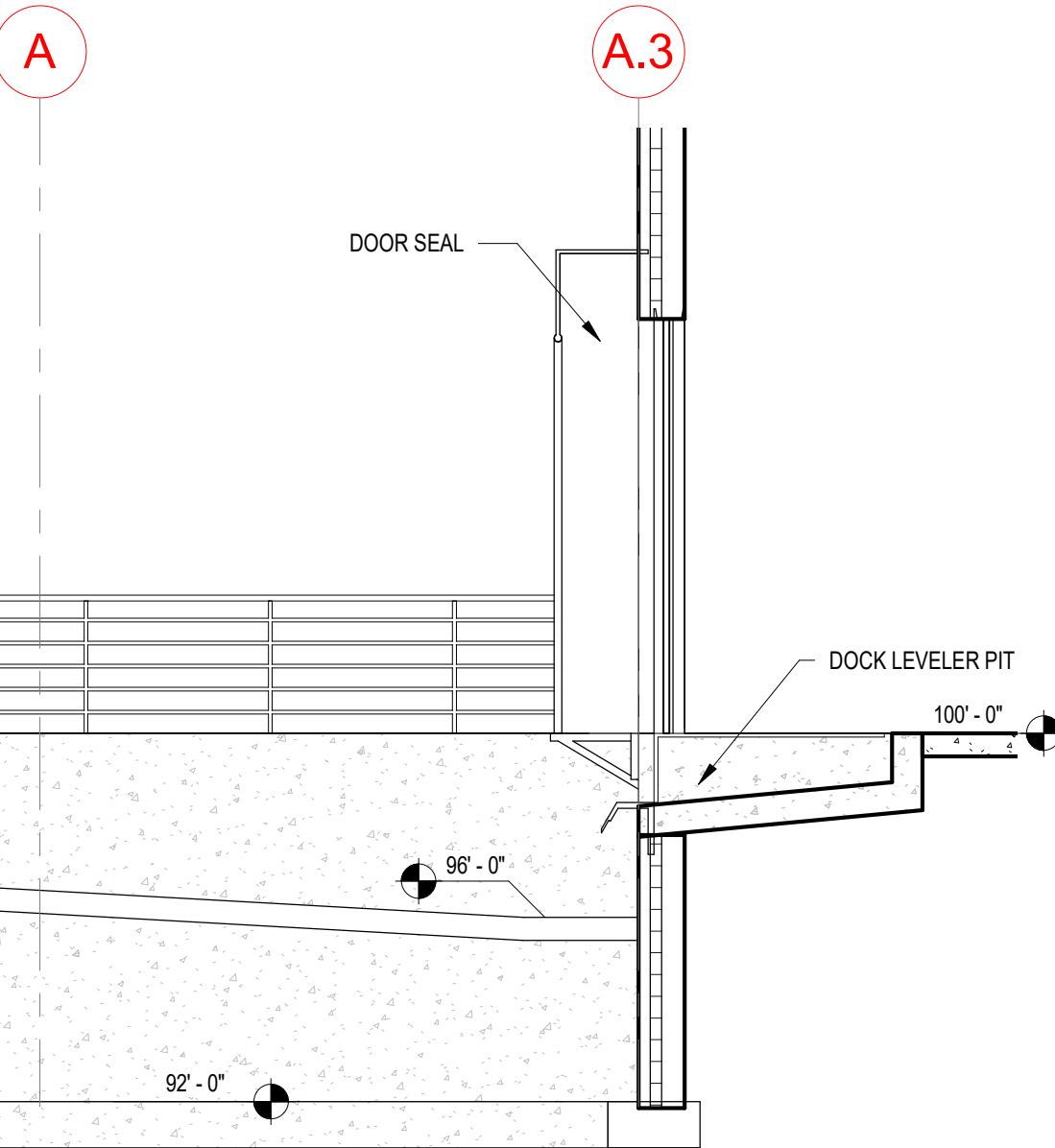
**4 WALL SECTION**

SCALE 1/4" = 1'-0"



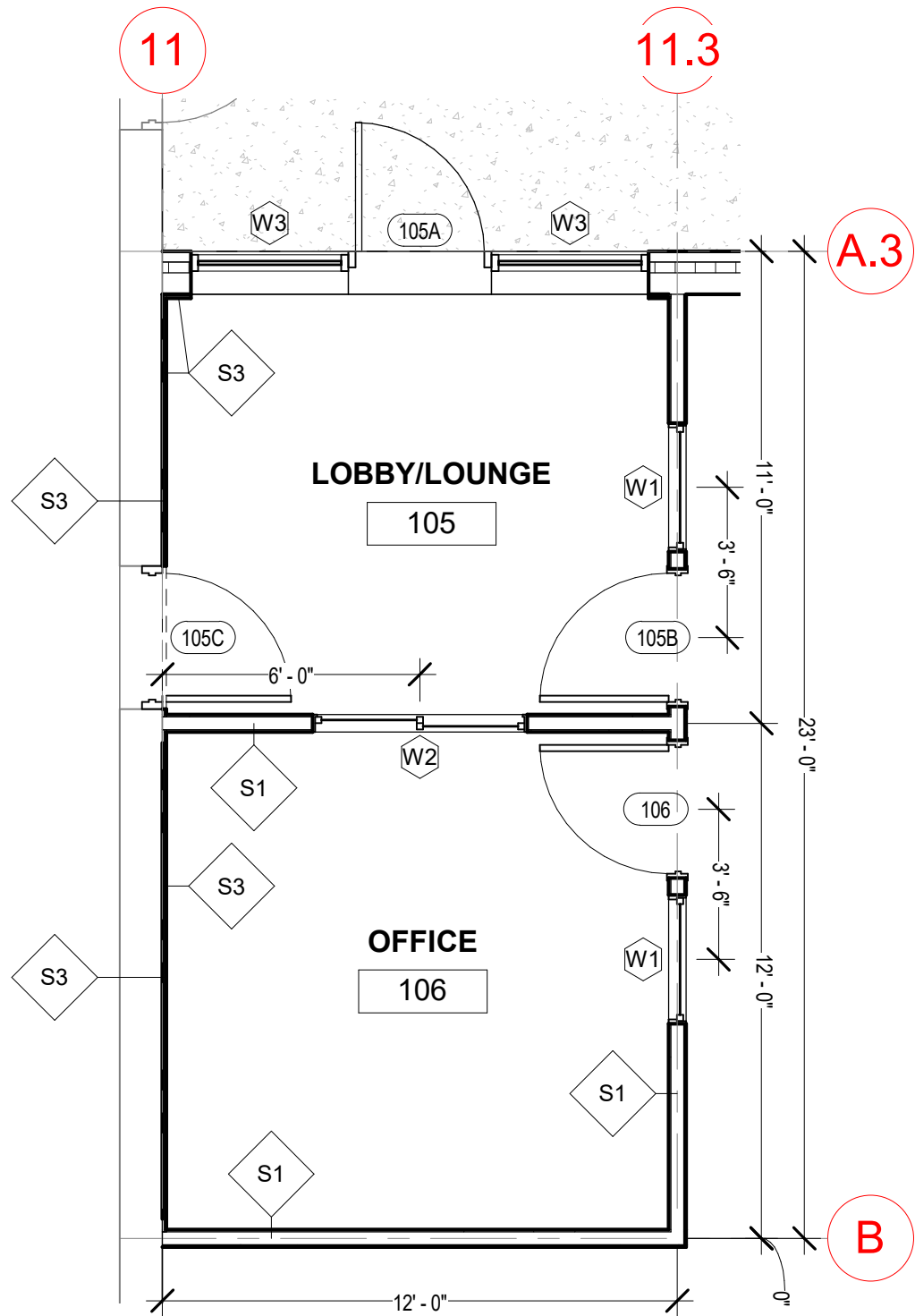
**5 TYPICAL WALL DETAIL**

SCALE 1" = 1'-0"



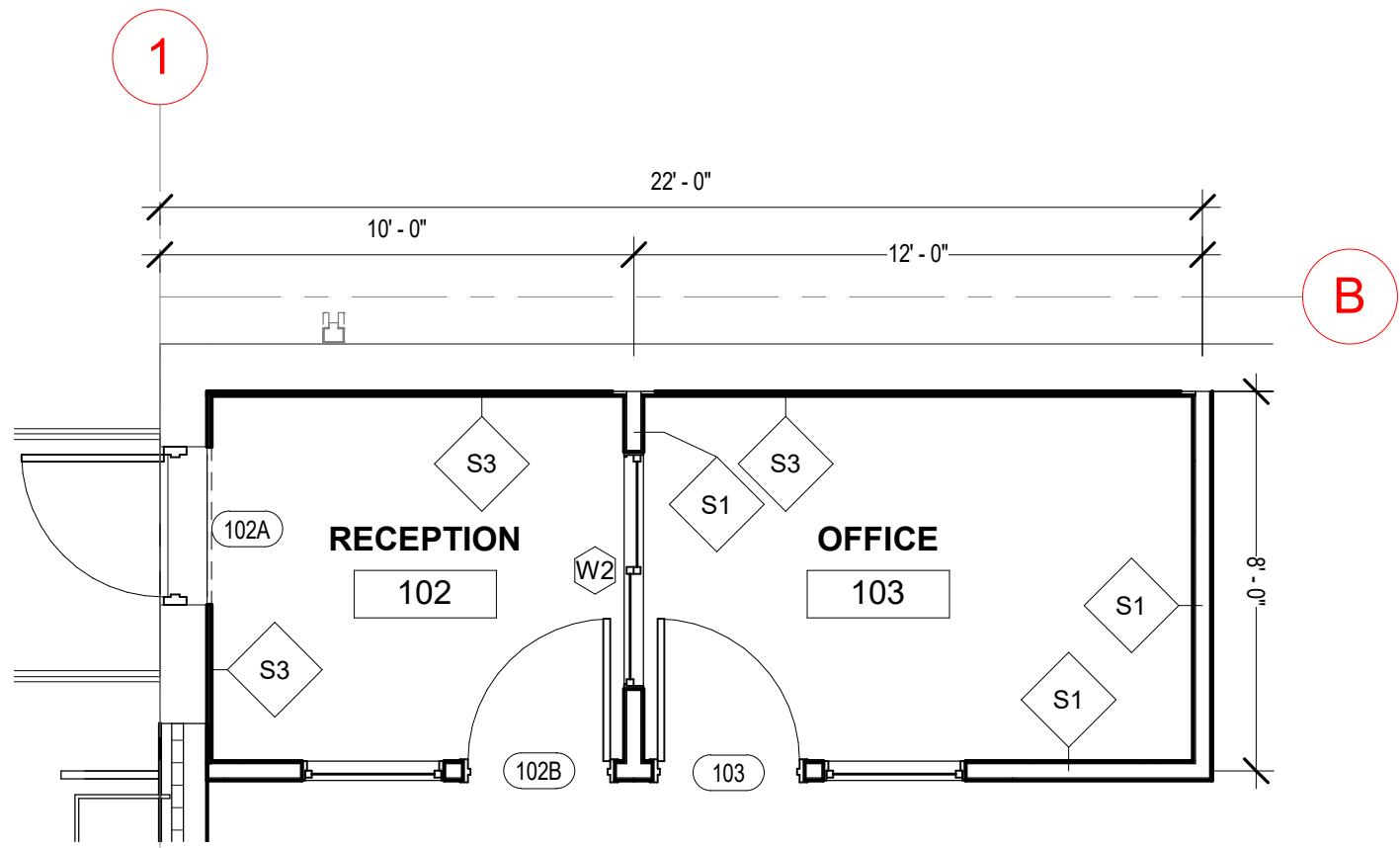
**6 SECTION @ TRUCK DOCK**

SCALE 1/4" = 1'-0"



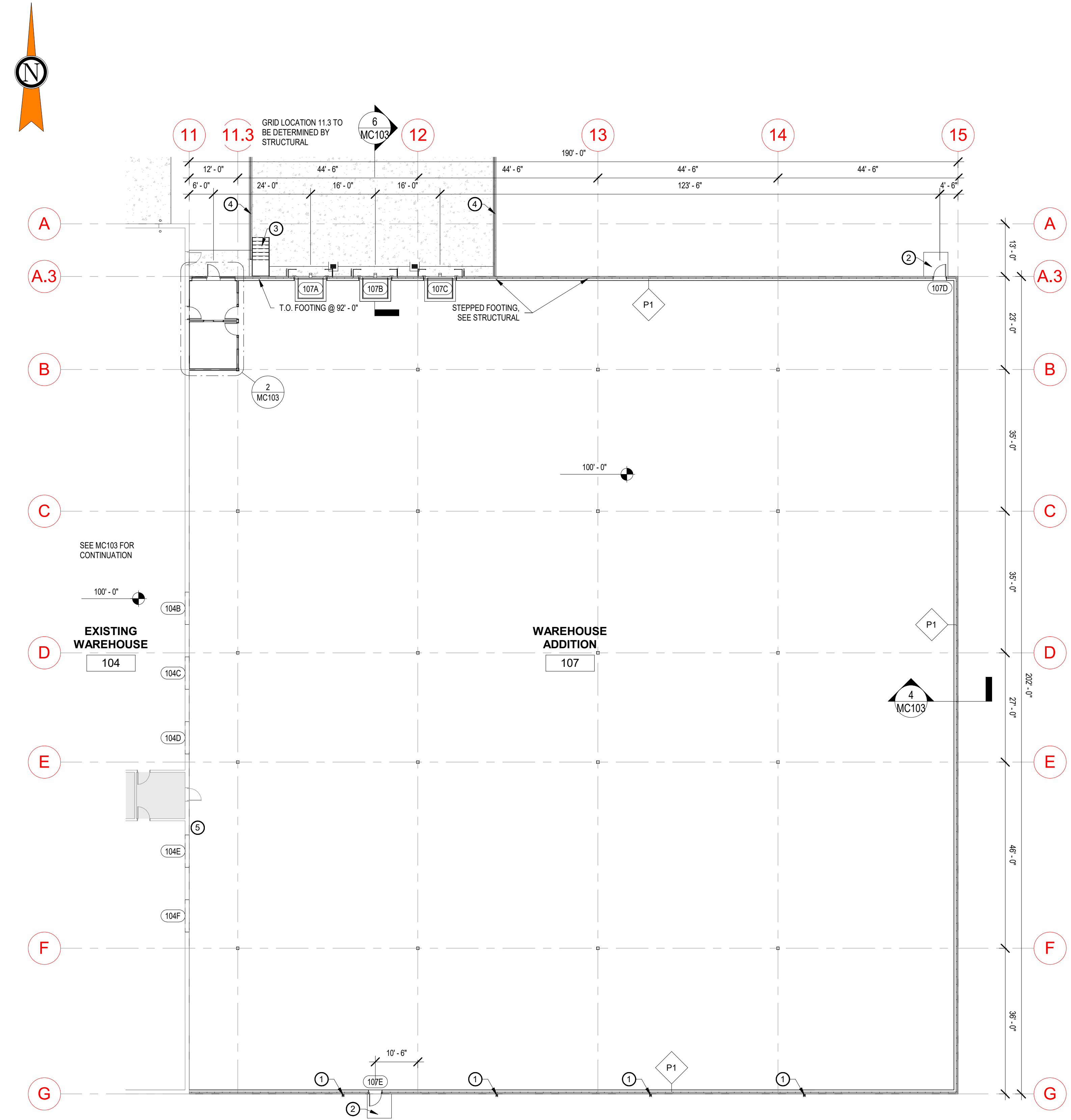
**2 ENLARGED PLAN - SHIPPING**

SCALE 1/4" = 1'-0"



**3 ENLARGED PLAN - RECEIVING**

SCALE 1/4" = 1'-0"



**1 MAIN FLOOR PLAN ADDITION**

SCALE 1/16" = 1'-0"

NEW CONSTRUCTION KEYNOTE LEGEND

KEY #	KEYNOTE
1	24" WIDE SCUPPER WITH 6"x8" OPEN FACED DOWNSPOUT AND SPLASH BLOCK TO MATCH EXISTING
2	6'x6' FROST PROTECTED CONCRETE STOOP
3	METAL STAIR WITH RAILING
4	CONCRETE RETAINING WALL WITH RAILING
5	CHARGING STATION FOR ELECTRIC FORKLIFTS, SEE ELECTRICAL



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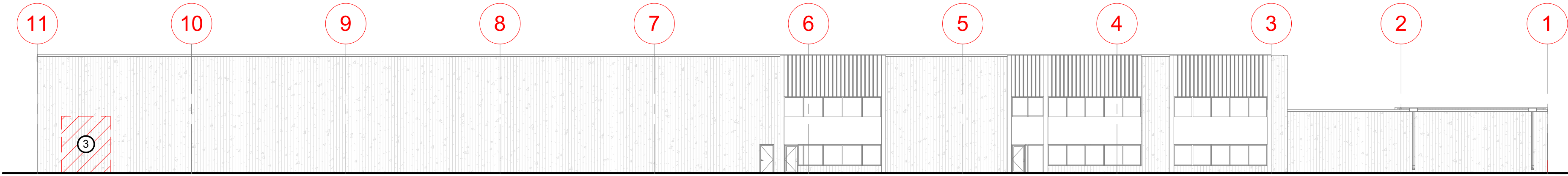
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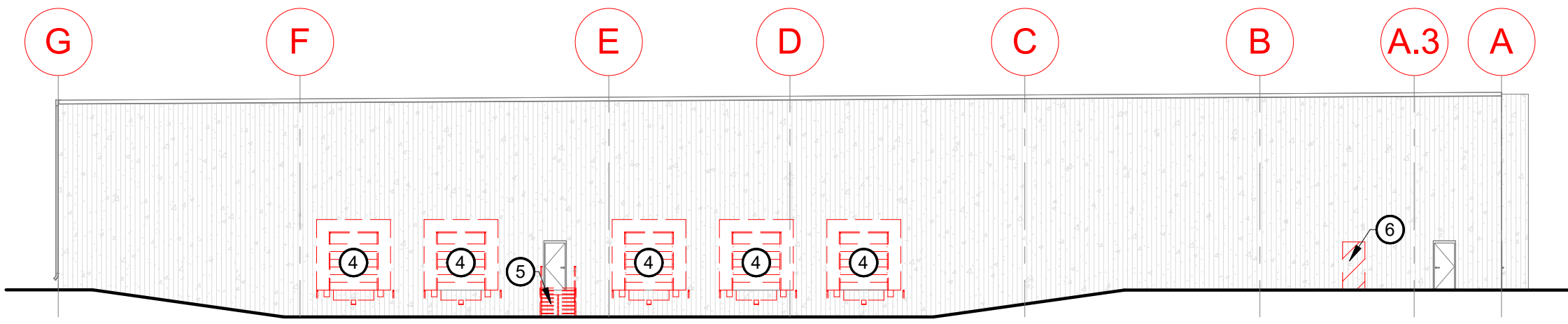
EXTERIOR ELEVATIONS

**MC201**



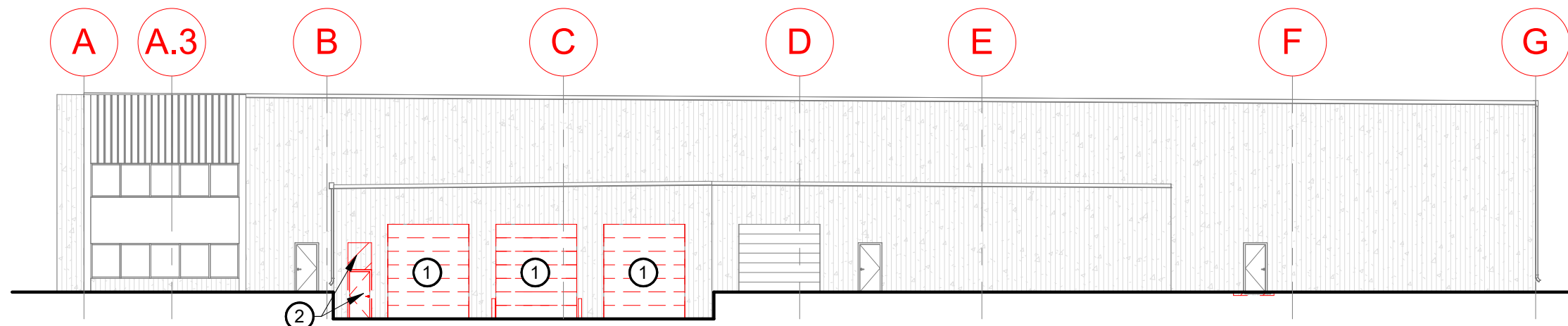
**1 NORTH ELEVATION - DEMO**

MC201 SCALE 1" = 20'-0"



**2 EAST ELEVATION - DEMO**

MC201 SCALE 1" = 20'-0"

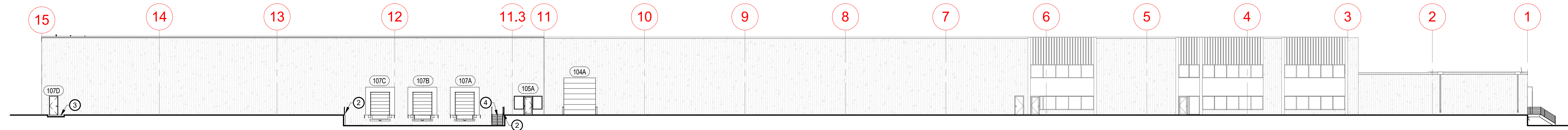


**3 WEST ELEVATION - DEMO**

MC201 SCALE 1" = 20'-0"

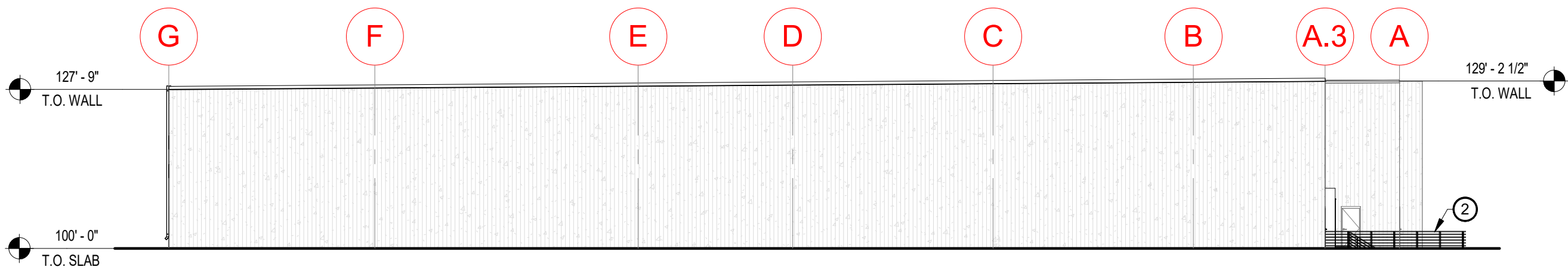
ELEVATIONS - DEMO KEYNOTE LEGEND	
KEY #	KEYNOTE
1	REMOVE EXISTING OH DOOR AND BOLLARDS
2	REMOVE EXISTING WALK DOOR, CUT OUT FOR NEW OPENING
3	CUT OUT FOR NEW OH DOOR
4	REMOVE EXISTING DOCK DOOR
5	REMOVE EXISTING STAIR
6	CUT OUT FOR NEW WALK DOOR

NEW CONSTRUCTION KEYNOTE LEGEND	
KEY #	KEYNOTE
1	INFILL REMAINDER OF EXISTING OPENING
2	CONCRETE RETAINING WALL WITH RAILING
3	6'X6' FROST PROTECTED CONCRETE STOOP
4	METAL STAIR WITH RAILING
5	24" WIDE SCUPPER WITH 6'X8" OPEN FACED DOWNSPOUT AND SPLASH BLOCK TO MATCH EXISTING



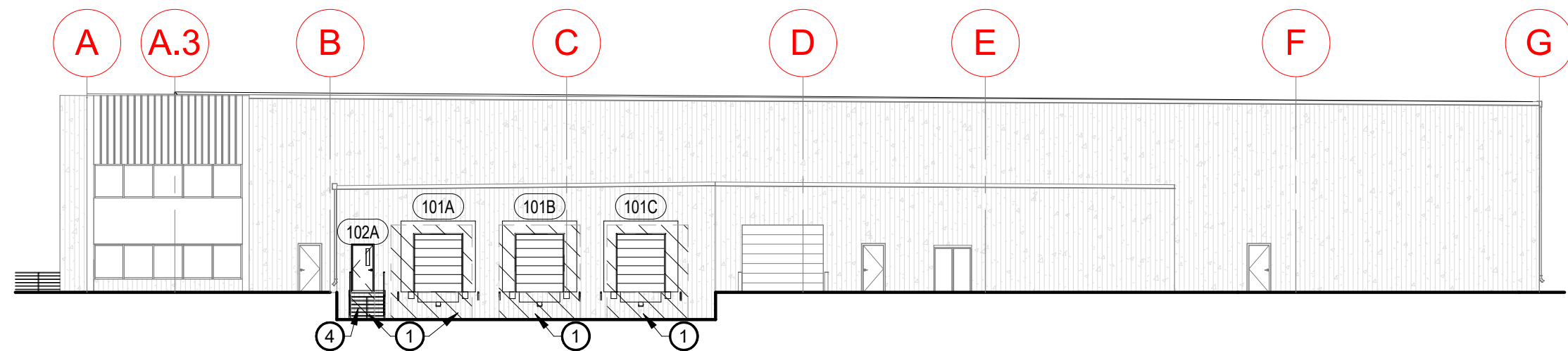
**4 NORTH ELEVATION - NEW CONSTRUCTION**

MC201 SCALE 1" = 20'-0"



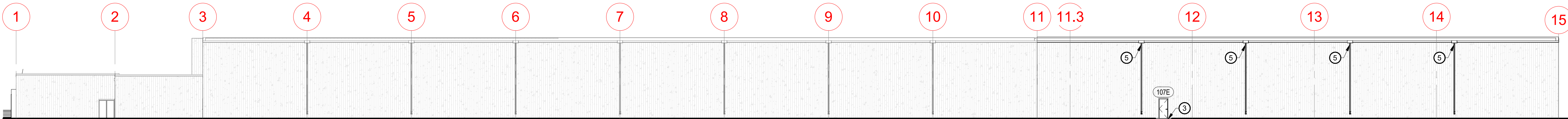
**5 EAST ELEVATION - NEW CONSTRUCTION**

MC201 SCALE 1" = 20'-0"



**6 WEST ELEVATION - NEW CONSTRUCTION**

MC201 SCALE 1" = 20'-0"



**7 SOUTH ELEVATION - NEW CONSTRUCTION**

MC201 SCALE 1" = 20'-0"

## **Nine Month Schedule to Develop Willmar's 2040 Comprehensive Plan**

- Staff creates a draft template of 2040 Comprehensive Plan, including maps, diagrams and tables illustrating Willmar data
- Staff work with Pro-West to launch 2040 Comprehensive Plan Hub Site
- Planning Commission's Comp Plan Workgroup reviews approximately 4 chapters every 2-months for vetting, additions/deletions, and feedback
- Workgroup and staff hold 3 or 4 topic-oriented public engagement workshops
- After each workgroup chapter review/approval, staff add draft-ordinance and policy proposals at end of each chapter
- Staff post the workgroup-vetted chapters on new Hub Site and have them available at City Hall for the general public's review and feedback
- Staff present entire comp plan to Planning Commission for final vetting, public hearing, and approval
- Staff present to Committee Development Committee and then to City Council for review, public hearing, further vetting and/or adoption



## **Data Mined Maps, Diagrams and Tables**

(Most of the below have been created are already in draft template of the 2040 Comp Plan)

1. Average household size from 1960-2020 and projected in 2030 & 2040 - 9 Bar chart
2. Percentage of children on free or reduced lunch in public schools
3. Local Unemployment Statistics (historic and current trends)
4. Local Crime Statistics (historic and current trends)
5. High School Graduation Rates over past 10-years
6. K-12 Enrollment Projections
7. Median Household Income over past 10-years
8. Overall Population/Household Trends over past half-century
9. Student Population over past 20-years
10. Households Median Income
11. Low to Moderate Income Households
12. Households earning over \$100,000 annually
13. Racial demographics & Line graph across years by race
14. Age Demographics (City, surrounding townships, and Kandiyohi County)
15. Local Property Rates (historic and current trends)
16. Rental properties map
17. Owned homes map
18. Subsidized housing (# Units, % of overall #, Eligible to whom, Subsidy)
19. Employer statistics and locations (i.e., revenues, employees, square feet, type, etc.)
20. Percentage of Employment by Industry
21. Existing and Actual Land Use Map
22. Assessed values per acre by Ward and City and 2+mile Extraterritorial Jurisdiction
23. Land Value to Total Value Ratio of each parcel (i.e., Less than 0.1 %, 0.1 % to 0.2%, 0.2%-0.3%, 0.3% - 0.5%, More than 0.5%)
24. Residential Energy Use over past 10-years
25. Water Resources Map
26. Water Usage over Past 10-years & projected trend to 2040
27. Sanitary System Flows vs Population over past 30 years
28. Sanitary Sewer System Map (Lines only, no roads, structures, or topography)
29. Lift-Station, Sewer-Sheds, and Outlets location map
30. Parks & Recreation Facilities -Map/Table (i.e., Amenities, Size, and Ward)
31. Downtown Opportunity Zone Map - Illustrating individual lots by Heritage (renovation only), vacant lots, lots that cannot be developed (Hospital, Historic Register Buildings, Churches/Mosque, etc.), and Lots that improvements may be demolished
32. Map of TIF Project Area(s) and respective TIF District(s)- With 2018 tax increment for each district
33. City Real Estate Owned (REQ) Map
34. Sales Tax Revenue Map
35. Community College statistics over past 10-years
36. Workforce trade/field concentrations
37. 10-year Building Permit Stats (i.e., project types, quantity, total SF, total value of improvements)
38. Traffic rates, capacities, 10-year forecast

41. Forecast Capital Improvement Deficiencies (i.e., roads, bridges, utilities, etc.)
42. Bicycle & Pedestrian paths and facilities (i.e., existing and proposed)
43. 2040 Land Use Category Goal
44. Population per Square Mile Map
45. Housing Units per Acre Map
46. Housing by Type Pie-Chart (i.e., Single family, Duplex, Multifamily, etc.)
47. Property Condition Map (i.e., Excellent, Good, Average, Fair, Substandard)
48. Building Age .Map
49. Willmar Worker Origins Map and Pie Chart (i.e., # workers, percentage of workers, by county, by city)
50. 20-year Labor Force Participation by year (i.e., bar charts)
51. Household type pie chart (i.e., No children, Live Alone, Married w/ Children, Unmarried w/ Children, Non-family households)
52. Highway & Interstate Map
53. Freight System Map
54. CCT Bus Routes Map
55. Roadway Ownership Map
56. Freight Volume Map
57. Daily Volume Traffic Map
58. Lanes in Road Network Map
59. Regional Childhood Obesity Rates Table
60. Willmar Residents Insurance Coverage Tables
61. Regional Population Trends
62. Regional Housing Prices Trends
63. Regional Age Breakdown of Residents

## **PLANNING COMMISSION – FEBRUARY 10, 2021**

### ***STAFF COMMENTS***

#### **1. NORTHERN FACTORY SALES PLAN REVIEW – FILE NO 21-01**

- The applicant is Marcus Construction Co. Inc. of Willmar, MN, on behalf of Northern Factory Sales, Inc.
- The applicant is requesting a plan review to allow the existing use be brought to conforming status, further allowing the construction of a 38,380 square foot addition on the property described as follows: Lots 6, 7, and 8, Block 1, Willmar Industrial Park Second Addition EXCEPT That part of Lot 6, Block 1 as shown on the record plat entitled Willmar Industrial Park Second Addition, on file in the office of the Kandiyohi County Recorder (2701 4<sup>th</sup> Ave SW).
- The property is zoned I-1 (Limited Industrial)
- The property is currently legally non-conforming, because the use was grandfathered in from a previous Zoning Ordinance & no Plan Review is on file.
- All setbacks, lot minimum, and widths are met. Parcels should be combined into one; no plat is required, as the total property size is approximately 7 acres.
- There will be no change in ownership or use of the property.
- The expansion proposed is for warehouse space and there will be no increase in employees/site occupants.
- Parking for industrial uses is 8 spaces plus 1 space for every 2 employees or 1 space for every 800 square feet of floor area, whichever is greater. 146 spaces are required based off of floor area; 102 spaces are currently proposed.
- 35% Landscaped Area (20% minimum)
- 36% Building Coverage (50% maximum)
- There are 3 existing approaches via 28<sup>th</sup> St SW & 1 existing approach via 4<sup>th</sup> Ave SW. The site plan proposes 3 approaches via 28<sup>th</sup> St SW, 2 of which would be widened to 44 feet. The plan also proposes 2 approaches via 4<sup>th</sup> Ave SW, 44 feet wide each.

#### **Engineering Comments:**

Considering the traffic volume is much lower on 4<sup>th</sup> Avenue than 28<sup>th</sup> Street, I can agree on the additional approach on 4<sup>th</sup> Avenue. As a trade, I'd like to see one of the approaches on 28<sup>th</sup> Street removed.

I also think it would be prudent to require truck turning templates to illustrate the need for the approaches and demonstrate how traffic will flow.

**RECOMMENDATION:** Approve plan review with the following conditions:

- A. Onsite parking shall meet Zoning Ordinance standards or a variance shall be approved.
- B. Parcels shall be combined with Kandiyohi County into one parcel.
- C. Engineering comments regarding drive approaches shall be met, adhered to, and additional information supplied as requested.

- D. The Stormwater Ordinance shall be complied with and plans shall be approved by the Engineering Department.
- E. The use shall meet all applicable local, state, and federal rules and regulations at all times.

2. PLANNING COMMISSION'S COMPREHENSIVE PLAN WORKGROUP:

Per 4.02 of the Charter, Sub. 3, the Planning Commission has the authority to periodically review and update Willmar's Comprehensive Plan. A comprehensive plan update is a significant amount of work. So, over the past year, the Planning and Development Department has partnered with the Mid-Minnesota Development Commission to collect data and create representative graphics and maps to form a foundation of information for decision-making. The department has also created a template comprehensive plan, a 9-month schedule, and a list of potential candidates for the Planning Commission to appoint members to the Comp Plan Workgroup.

Staff's proposal is for the Planning Commission to form a "2040 Comprehensive Plan Workgroup" comprised of 4 planning commissioners and 8 community volunteers. This way, the workgroup can be divided into 4 subcommittees comprised of three workgroup members, each led by one of the 4 planning commission members. This structure creates efficiencies and distributes the workload. The subcommittee structure also provides the opportunity to bring stakeholder expertise to the workgroup, and gives the Planning Commission the flexibility to replace or rotate their members as needed or desired. The workgroup's 4 subcommittees will also facilitate multitasking/coordinating four chapters at the same time, and be able to periodically bring their work back to the full workgroup, and to the full Planning Commission as necessary for feedback. The creation of a customized and relevant comprehensive plan for Willmar is a lot of work, but we believe the workgroup and subcommittee structure is a good way to ensure that the document is community-generated, and not the brainchild of a single person or group. It will also allow Planning Commissioners to volunteer to be on a workgroup that will require a high level of attention and effort.

During the process, staff will assist with the needs and requests of the Comp Plan Workgroup. To get things off to a speedy beginning, staff have created a template comp plan, a draft schedule, and have translated data into diagrams, tables, and maps for quick immersion into the scope and issues. The draft templates can be modified however the workgroup desires. Timing is also good in relation to the soon-to-be-released 2020 Census Data, so that the comp plan can be based on current information. Finally, it is staff's intention to activate each chapter of the new comp plan with policies and ordinances, so that the new plan becomes part of the City's daily routine, and not just a book on the shelf.

**RECOMMENDATION:** Approve the creation of the Planning Commission's Comprehensive Plan Workgroup and select 4 Planning Commissioners to serve on this workgroup.